

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR HEARING-DEPENDENTS' BENEFITS and/or BURIAL BENEFITS/INDUSTRIAL ACCIDENT CLAIM**

1. Fill out the Application for Hearing-Dependents' Benefits and/or Burial Benefit/Industrial Accident Claim (Form 025). Only one (1) date of injury may be included on the hearing application. If you are making claims for more than one date of accident, even with the same employer, you must fill out an application for each injury date.
2. The Application must be complete and you must sign it. If you leave blanks on the form, it will be returned to you.
3. Claims Resolution Conference: If you would like the Commission's Industrial Accidents Division to schedule a conference where you can meet with the employer/carrier representative to mediate and attempt to settle the claim, check "yes" on the Application for Hearing. If the employer/carrier also agrees to meet, you will be contacted by the Industrial Accidents Division to schedule this conference. Attending this conference does not require you to settle the claim. If you have questions about the claims resolution conference, please contact the Industrial Accidents Division at 801-530-6833.
4. You **MUST** also file the following completed forms with your Application for Hearing:
  - a) Decedent's Death Certificate
  - b) Documents supporting dependency relationship with the decedent
  - c) Birth certificates for each minor dependent claimed

ONLY FOR PETITIONERS FILING A CLAIM ON BEHALF OF DEPENDENT CHILD WHO IS NOT THAT CHILD'S PARENT:

- d) Guardianship, Conservatorship or other documents establishing legal right to act on behalf of the minor child(ren)

ONLY IF YOU ARE REPRESENTED BY AN ATTORNEY:

- e) Form 152 Appointment of Counsel. FOR ATTORNEY USE ONLY.
5. If any of the forms are incomplete or unsigned, the Application for Hearing will be returned to you for completion. If the returned Application for Hearing is not completed and re-filed with the requested supporting documents within sixty (60) days, the Application for Hearing will be dismissed.
  6. You must file the completed Application for Hearing and supporting forms with the Adjudication Division. You may file the forms by e-mail, fax, by regular mail or in person.

**By e-mail:** [casefiling@utah.gov](mailto:casefiling@utah.gov)

**By fax:**

Salt Lake office: 801-5306333

Southern Utah office (Parowan): 435-477-1059

**By mail:**

Salt Lake Office:

Utah Labor Commission

Adjudication Division

P O Box 146615

Salt Lake City, UT 84114-6615

Southern Utah Office:

Utah Labor Commission

Adjudication Division

P O Box 1840

Parowan UT 84761

**In person:**

Salt Lake Office:

Utah Labor Commission

Adjudication Division

160 E 300 S 3<sup>rd</sup> Floor

Salt Lake City, Utah

Southern Utah Office:

Utah Labor Commission

Adjudication Division

68 South 100 East

Parowan, Utah